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22 November 1950

Mr. James L. Houghteling  
Chairman, Fair Employment Board  
U. S. Civil Service Commission  
Washington 25, D. C.

Dear Mr. Houghteling:

Your letter of November 13, 1950 addressed to the Director of Central Intelligence relative to the steps taken in informing the employees of the Agency as to the provisions of Executive Order 9980 has been referred to the Office of the Executive for reply.

Under date of 27 December 1949 an Administrative Instruction entitled "Grievances and Complaints" was issued to all employees of the Agency. This Administrative Instruction contained a section devoted to the naming of the Fair Employment Officer and set forth the procedure to be followed in cases involving discrimination due to race, color, religion or national origin.

Also, the Agency has issued and distributed to the employees a publication entitled "Handbook for Employees" which sets forth briefly the procedure to be followed in filing grievances and complaints. This Handbook is given to all new employees upon entering on duty. It is now in the process of being rewritten and will contain more detailed information relative to the procedure to be followed in cases involving complaints of discrimination.

A more detailed fair employment procedure has been prepared and is now awaiting publication. It is anticipated that this new procedure will be put into effect in the very near future.

In addition to the above, the Fair Employment Officer personally discusses with the various officials of the Agency the matter of discrimination. No segregation has been found and no complaints have been filed.

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You may be assured that proper steps are being taken to keep the employees informed of their rights under the provisions of Executive Order 9980 and that every precaution has been taken to eliminate conditions which may lead to complaints of discrimination.

Sincerely yours,

CS/

Executive

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cc: Executive

Fair Employment Officer  
Central Records. (w/basic)

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